

Who we are and what we do:

The Council on Developmental Disabilities is a leader in improving policies and practices that affect the lives of Tennesseans with developmental disabilities. The Council works with offices of state government, private entities, policymakers and the public to promote best practices in the field of disability services. The 21-member Council, comprised of private citizens, guides the work of the Council.

Key Competencies for this position:

Organizing

Establishes courses of action to ensure that work is completed efficiently; develops timeline and creates schedules; stays focused.

Priority Setting

Designs plans to accomplish complex tasks; anticipates roadblocks, trends, and prepares alternatives, taking organizational relationships into consideration.

Flexibility

Can effectively cope with change and shift gears comfortably; can handle uncertainty.

Customer Focus

Establishes and maintains effective relationships with customers; gains their trust and respect.



Council on
Developmental Disabilities

Executive Assistant Council on Developmental Disabilities State of Tennessee

The Council on Developmental Disabilities is seeking to fill a new position: Executive Assistant to the Council Executive Director. The position will provide executive level administrative support, and internal project organization and management. The position is located in Nashville, Tennessee.

Key Responsibilities

- Manages office of the Executive Director, organizing and responding to correspondence from external customers, handling high level correspondence with senior staff of state and legislative offices.
- Manages Executive's calendar; organizes executive meetings convened by the Executive Director; coordinates Executive's travel.
- Develops and implements project management system for coordinating and tracking internal office priorities, providing leadership in identifying and eliminating barriers and inefficiencies; communicates comfortably with senior managers about priority tasks and timelines.
- Manages correspondence with Governor-appointed 21-member Council and 5- member Executive Committee, organizing agendas and maintaining executive records.

Required Experience

Bachelor's Degree with a minimum of five (5) years' experience as Executive Assistant to an agency head.

Candidate must possess advanced computer skills with experience in project management software; high level skills in office organization and management; excellent writing and speaking skills, with ability to write clearly and succinctly in a variety of communication styles.

To apply:

Please submit your resume to Kimberly.Mantlo@tn.gov.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws